DIRECTOR OF RECRUITMENT

Reporting to the vice president for enrollment, the director of recruitment is responsible for the development and implementation of a comprehensive recruitment plan designed to enroll a high achieving and diverse student body. The successful candidate will be expected to lead a motivated and professional admissions team toward the attainment of various recruitment goals. The director of recruitment will also serve as a critical member of the enrollment leadership team.

QUALIFICATIONS: Bachelor’s degree required. Master’s degree preferred. Candidate will possess a minimum of five years of successful experience and increasing responsibility within an admissions/enrollment setting. Demonstrate strong interpersonal communication skills, facility with technology, customer service orientation, and the ability to mentor and lead staff. Familiarity with financial aid and personal experience as a student or staff member in a private college environment is desirable. Possess a clean and valid driver’s license.

GENERAL RESPONSIBILITIES:

• Functions as a critical member of the Enrollment Management senior staff and is an active partner in the strategic planning, communication and budget process for the Admissions Department.
• Oversees day to day operations of the admission office to ensure the successful implementation of a comprehensive recruitment plan.
• Actively engage in collaborative planning, coordinating and assessing recruitment activities and yield strategies to ensure continuous improvement. Confers regularly with colleagues to evaluate programs/systems/activities and exchange information.
• Hires, trains, mentors, motivates and evaluates an energetic team of admission counselors and students workers/interns to ensure the efficient, timely processing of applications. Create and identify professional development opportunities for staff.
• Serve on various University committees.

EXPECTATIONS: The incumbent is expected to:

• Demonstrate commitment to our academic programs of distinction serving undergraduate and graduate students. Actively engage in activities to ensure the success and retention of our students. Lead and inspire both students and professional staff to create and maintain an engaged and vibrant university environment that promotes intercultural understanding, interaction and dialogue.
• Demonstrate an outgoing, positive, can-do attitude and personality… effortlessly and naturally. Stand out as an effective self-motivated over-achiever who is able to successfully interact with all types of customers. Comfortable in a fast-paced, “change” environment while managing multiple projects and initiatives. Understand the need to collaborate and be team player to insure personal and department initiatives and deadlines are met.
• Provide administrative leadership and analytical thought process to decision making and have successful interpersonal skills to facilitate collaboration, operational improvements and the implementation of administrative best practices.
• Remain current, interpret and comply with all Federal, State, NCAA and University rules and regulations pertaining to recruitment compliance and other related business operations.
• Possess ability to serve as an articulate spokesperson for the mission and values of the institution.

To learn more about the University please visit our website at www.sbu.edu Interested applicants should please forward a cover letter, resume and three references to jzimmer@sbu.edu

St. Bonaventure University is an Equal Opportunity Employer, committed to fostering diversity in its faculty, staff and student body, and strongly encourages applications from the entire spectrum of a diverse community. Applicants must be able to pass a criminal background check. Unless otherwise provided by law, a criminal record will not automatically disqualify an individual from employment.